

2002 Second Quarter Report
Administrative Division
Idaho State Historical Society

Submitted by Steve Guerber

The second quarter of 2002 (third week in April through fourth week in July 2002) continued to be a busy period for the administrative work group at the Society. In addition to conducting ongoing and routine administrative duties, specific activities of possible interest with which it was involved during the period have included:

- Holding a general staff meeting in April that included introduction of a new annual Employee Recognition Program and presentation of initial awards.
- Holding a monthly meeting of ISHS work group administrators in May, June and July.
- Monitoring of the J. Curtis Earl Exhibit preparation, participating in an on-site work session, and hosting dedication ceremony for opening.
- Reviewing proposed FY2003 budget information with Jeff Shinn (Division of Financial Management analyst) and Vi Huntsinger (ISHS fiscal officer) prior to beginning of new year.
- Preparing preliminary information and capital expenditure needs for submission of FY2004 budget request to State Board of Education.
- Meeting with Kay Manweiler as needed in conjunction with matters pertaining to personnel, legislation, proposed Idaho Historic Preservation Act and other issues related to ISHS operations.
- Attending June meeting of the Board of the Foundation for Idaho History at the Moses Alexander House.
- Attending the State Historic Records Advisory Board (SHRAB) meeting in July at Stanley to discuss interaction between it and ISHS administrative operations.
- Conducting a “farewell” interview with departing education specialist Kris Major and interpretive specialist Audra Sims to review recommendations for improving the positions and agency operations in the future.

- Filing official request with the Division of Financial Management to replace Education Specialist, Interpretive Specialist and Office Specialist I positions being vacated by voluntary departure of employees.
- Discussing proposed FY03 Department of the Interior funding and its negative impact on the SHPO in a phone conversation with Damon Tobias (Special Counsel and Senate Appropriations Committee liaison for Senator Craig) following his response to an e-mail expressing the agency's concern at additional loss of funds.
- Meeting with Senator Larry Craig at Lewiston to discuss L&C funding, proposed FY03 funding for the Idaho SHPO, and various ISHS programs and activities.
- Meeting with Congressman Mike Simpson to discuss proposed FY03 Department of the Interior funding and its negative impact on the SHPO prior to the U.S. Capitol Exhibit opening at the Idaho Statehouse.
- Meeting with Legislative lobbyist Roy Eiguren to discuss possible funding sources and recommended preparation and contacts to promote passage of the proposed Idaho Historic Preservation Act of 2003.
- Outlining the intent and functioning of the proposed Idaho Historic Preservation Act to the legislative committee of the Association of Idaho Cities.
- Attending the May meeting of the Permanent Building Fund Advisory Council where status of Phase II of the Idaho History Center, Phase II of the Historical Museum and roofing contract on Franklin historic buildings were reviewed.
- Continuing discussions with Jensen Belts Planning on preparation of the updated Master Plan for development of the Old Penitentiary Historic District.
- Attending meetings in May and July of Old Penitentiary Historic District tenants to review site issues.
- Participating in a ceremony to dedicate a stone monument featuring an Arvid Fairbanks plaque sculpture at the Oregon Trail Reserve in Boise.
- Attending a luncheon along with Chairman Pavesic during which representatives of the Idaho Commission on the Arts, Idaho Humanities Council, Idaho Department of Parks and Recreation, Idaho Shakespeare Festival and the ISHS discussed proposed creation of a Cultural Trust to be funded by an act of the Legislature.

- Prepping Trustee Gene Place prior to his representing the ISHS at the May meeting of the State Board of Education at Idaho Falls, and doing the same with Keith Petersen prior to the July SBOE meeting in Moscow.
- Representing the ISHS at May and June meetings of State Board of Education agency heads with OSBE Executive Director Gary Stivers.
- Making presentations in the persona of Gen. U. S. Grant and Jean Baptiste Charbonneau to Idaho history classes at John Brown Elementary and West Ridge Elementary in Rathdrum, and at Spirit Lake Elementary.
- Making a presentation in the persona of Jean Baptiste Charbonneau as featured speaker at the state Rotary Club Convention at Sun Valley.
- Making a presentation in the persona of Gen. U. S. Grant at the opening ceremony for the U.S. Capitol exhibit at the Idaho Statehouse on July 3rd.
- Participating in the persona of Jean Baptiste Charbonneau, Gen. U.S. Grant and Edgar Rice Burroughs during events promoting the “Preserving Our Heritage” theme at the annual meeting of the Association of Idaho.
- Participating in the awards ceremony recognizing the first seven recipients of the “Idaho Heritage City” awards at the conclusion of the closing AIC banquet.
- Preparing and issuing news releases to appropriate media announcing recipients of the 2002 Idaho Heritage City awards.
- Attending the Treasure Valley Leadership Conference sponsored by the Boise Metro Chamber of Commerce at Sun Valley.
- Attending the annual Governor’s Conference on Recreation and Tourism at Nampa.
- Attending the June meeting of the Governor’s Idaho Lewis and Clark Trail Committee at Lewiston.
- Attending an evening reception for the Governor’s Lewis and Clark Trail Committee hosted by the Latah County Historical Society at Moscow.
- Representing the ISHS as ex-officio member of the Capitol Commission at general meeting in May, and at design subcommittee meetings in May, June and July.
- Visiting the St. Gertrude’s Museum at Cottonwood in June.

Executive Director's Schedule of Future Activities

Aug 6	ISHS General Staff Meeting
Aug 7	State Board of Education Agency Heads Meeting
Aug 13	ISHS Administrator's Meeting
Aug 15-16	State Board of Education Meeting at Coeur d'Alene
Sep 4	State Board of Education Agency Heads Meeting
Sep 13	Idaho Capitol Commission Meeting
Sep 17	ISHS Administrator's Meeting
Sep 18	Clean Cities Coalition speech as U.S. Grant at Yellowstone National Park
Sep 25-29	American Association for State and Local History Convention at Portland
Oct 3-4	State Board of Education Meeting at Lewiston
Oct 9	State Board of Education Agency Heads Meeting
Oct 22	ISHS Administrator's Meeting
Oct 24	ISHS Annual Meeting at West Coast Downtowner Hotel in Boise
Oct 25	ISHS Board of Trustees Meeting at Owyhee Plaza Hotel
Oct 29	ISHS General Staff Meeting
Nov 6	State Board of Education Agency Heads Meeting
Nov 19	ISHS Administrator's Meeting
Nov 27-30	Vacation for Executive Director
Dec 3-9	State Historic Administrators Meeting (SHAM) at Harrisburg, Pa.
Dec 11	State Board of Education Agency Heads Meeting
Dec 17	ISHS Administrator's Meeting
Jan 20-21	State Board of Education Meeting at Boise State University
Jan 24	(Tentative) ISHS Board of Trustees Meeting at Owyhee Plaza Hotel